



**JOB OPPORTUNITY
LANDSIDE OPERATIONS AND TERMINAL FACILITIES COORDINATOR
UNCLASSIFIED**

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Open To: The Public

Location: Bradley International Airport - Windsor Locks, CT

Job Posting No: CAA1402

Hours: May include assignment that varies from a Monday to Friday 40 hour schedule

Salary: Position Grade Range \$73,482 - \$110,223

Closing Date: November 14, 2014

Summary of Position: As a member of the Connecticut Airport Authority (CAA) management team, this position is responsible for assisting in the direction of terminal activities at Bradley International Airport. These activities include but not limited to inspection of the Airport terminal and property, monitoring passenger activity, coordinating and organizing all functions and responsibilities associated with the management of Landside operations. Works on an interdepartmental basis with managers and staff to assist in the achievement of established organizational goals.

Knowledge, Skills and Abilities (Required Qualifications):

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed are representative, but not necessarily all-inclusive of the knowledge, skills, and/or ability required:

- Considerable interpersonal skills and the ability to interact with and coordinate with airport partners including airlines, consultants and contractors, tenants, lessees, businesses, State, federal, regional and local officials and other departments within the CAA .
- Knowledge of relevant State and federal laws, statutes and regulations.
- Considerable planning and project management skills.
- Considerable knowledge of and ability to apply management principles and techniques.
- Excellent oral and written communications skills, able to work well with others.
- Ability to multi-task effectively and work in a fast paced environment.
- Ability to coordinate airport construction projects in the absence of the Deputy Director of Operations-Landside

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Assists and coordinates the day-to-day terminal operational activities at Bradley International Airport.
- Inspection of the Bradley International property, monitor passenger activity.
- Coordinate and organize all functions and responsibilities associated with the management of Landside Operations.
- Develops and maintains relationships with current airport partners, including consultants and contractors, airlines, tenants, lessees, State, federal, regional and local officials and businesses in the ongoing, daily interactions of maintaining a strong focus on safety, security and customer service including but not limited to; public/employee parking facilities, ground transportation services, curbside management, terminal concessions, services and flight information display systems.
- Monitor and evaluate effectiveness and efficiency of the landside operations.
- Assists with terminal advertising, acts as liaison with the advertising consultant.
- Maintain communications with appropriate airport staff, tenants, contractors and other users to identify and resolve problems or conflicts.
- Ensures preparedness of airport to respond to emergency situations, assists with snow removal operations on landside portion of Bradley International.
- Develop and maintain a presence as liaison with airport tenants, air carriers, TSA, FAA, CBP and other federal, state and local agencies.
- Represent landside operations in airport meetings, assist in the implementation of the Airport Evacuation Plan, Airport Diversion Plan and Airport Security Plan.

- Performs specialized duties as assigned to maintain airport security and operational priorities which may include assignment to a 40 hour work schedule that varies from a Monday –Friday 40 hour schedule.
- Prepare reports, spreadsheets and correspondence related to airport operations.
- Provides timely feedback to the Executive Director and senior managers regarding data and results received from surveys and other data gathering efforts.
- Performs related duties as may be required to successfully foster the activities of the CAA and to contribute to its overall success.
- **General Experience:** Bachelor's degree from an accredited college or university in Aviation, Business transportation or related field preferred.
- 5 years of experience in landside or airside operation activities of an airport or scheduled airline operation. Experience must include responsibility for coordinating the development of new business interests and for following through with such to successful contractual agreements.
- Two (2) years of the experience in a supervisory capacity responsible for the implementation of airport policies and procedures relating to Landside, Airside or Airline Operations.

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, pre-employment drug screening if applicable and maintain required security clearance during the duration of employment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CAA Employment Application located on this page: <http://www.ctairports.org/ContactUs>, a letter of interest and a resume to the address below. **State of Connecticut employees** should also submit the previous 2 service ratings and previous 12 months' attendance history.

Ron Frost

The Connecticut Airport Authority

Bradley International Airport

Administration Offices, Terminal A, 3rd Floor

Windsor Locks, CT 06096

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER